

M e m o r a n d u m

Date: May 7, 2010

To: Nimitz Inspection Facility
Attention: Lieutenant S. L. Latimer

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Office of the Assistant Commissioner, Inspector General

File No.: 005.9968.17044.010

Subject: 2010 COMMAND PROPERTY INSPECTION REPORT

State Administrative Manual (SAM) Section 8652 requires Departments to conduct a physical count of all state owned property and reconcile the count with accounting records at least once every three years. Departmental records indicate the last command inventory by the Nimitz Inspection Facility was conducted on April 6, 2009. In order to provide independent verification and reasonable assurance to the Office of the Commissioner that California Highway Patrol inventory records are complete and accurate, your command was selected for a property inspection.

In accordance with procedures outlined in Highway Patrol Manual (HPM) 11.2, Materials Management Manual, and HPM 22.1, Command Inspections Program Manual, an inspection of your command's property, including weapons, was completed by the Property Inspector (PI) on April 21, 2010. Using property records from the appropriate Offices of Primary Interest (OPI), the PI selected a random statistically-valid sample of property that was stratified across three property areas: general inventory control, telecommunications, and weapons (see Attachments B, C, and D). Additionally, the PI chose items within your command and compared them to the appropriate inventory records.

According to the OPI inventory lists, the command had a total property inventory population of 144 items (a). The statistically-valid sample at a 95 percent confidence level \pm 5 percent error rate provided a total stratified sample size of 45 items when rounded up to the next whole number (d).

	Population Size	Percentage of Total	Calculated Sample Size	Predetermined List Sample Size
	(a)	(b)	(c)	(d)
ICU Decals	80	55.56%	24.44	25
Telecommunications	39	27.08%	11.92	12
Fleet	0	0.00%	0.00	0
Weapons	25	17.36%	7.64	8
Total	144			45

When comparing equipment recorded on the predetermined property inspection list to equipment located at the command, 45 of the 45 items were located. One of the 45 located items requires a correction be made to the property record. The property inspection results of the equipment recorded on the predetermined property inventory list to equipment located at the command are summarized in Attachment A.

When comparing equipment assigned to the command to the OPI inventory lists, 2 of the 2 items reconciled. The property inspection results of equipment located at the command to the OPI inventory list are included in Attachment B.

I request your command research and investigate the one minor discrepancy in accordance with departmental procedures outlined in HPM 11.2, Materials Management Manual, Chapter 8, Equipment, and work with the appropriate OPI to rectify the variance. A Physical Inventory Adjustment Request, CHP 24, must be completed to adjust the inventory record. In order to verify that the above listed discrepancy has been rectified, please submit a memorandum to the Office of Inspections through your respective Division by August 11, 2010.

Furthermore, in accordance with the Governor's Executive Order S-20-09 to increase government transparency, this report will be posted on the CHP's internet website, and on the Office of the Governor's webpage, located on the State's Government website.

Nimitz Inspection Facility

Page 3

May 7, 2010

The Office of Inspections would like to thank your command for their assistance during this property inspection. If you have any questions or need additional information, please contact me or Roger Ikemoto, Senior Management Auditor at (916) 843-3160.

A handwritten signature in blue ink, appearing to read "M. C. A. Santiago".

M. C. A. SANTIAGO, CIG, CLEA
Assistant Commissioner

Attachments

cc: Office of the Assistant Commissioner, Field
Golden Gate Division
Fiscal Management Section
Office of Inspections, Audits Unit

ATTACHMENT A

**OFFICE OF INSPECTIONS, AUDIT UNIT
PROPERTY INSPECTION DISCREPANCY REPORT
NIMITZ INSPECTION FACILITY
April 21, 2010**

ATTACHMENT A

EQUIPMENT DESCRIPTION	CHP NUMBER	LISTED ON PROPERTY RECORD BUT NOT FOUND	FOUND BUT NOT LISTED ON PROPERTY RECORD	MISSING DECAL OR CORRECTION NEEDED TO PROPERTY RECORD	TRANSFER	NOT AVAILABLE FOR INSPECTION	COMMENTS
PAS DEVICE	XRR1062			X			Item description is incorrect. Item is a PAS Printer.

ATTACHMENT B

**CALIFORNIA HIGHWAY PATROL
2010 ICU PROPERTY RECORD INSPECTION REPORT
NIMITZ INSPECTION FACILITY - 347**

ATTACHMENT B

ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
PROPERTY INSPECTION LIST TO EQUIPMENT								
1 100367	NEC VERSA 2200C/75	64009689	X					
2 101750	RADIOLOGICAL SURVEY METER	511	X					
3 105792	RADIO CONTROL/PANIC CONTROL STATION		X					
4 106948	CAMERA STILL INSTANT SPECTRA	H7TJ2V7VVHBF	X					
5 108675	WASHER PRESSURE /BRUSH	232002C	X					
6 116293	CAMERA DIGITAL	S0101645147	X					
7 130319	FILE SERVER	D320LDN1J132	X					
8 130628	ROUTER	JMX0724L29N	X					
9 133904	FAX MACHINE		X					
10 133905	FAX MACHINE		X					
11 135775	COMPUTER	2UA4450CDR	X					
12 136679	PRINTER	MY4292B1MT	X					
13 143972	PRINTER, COLOR	CNTBB37016	X					
14 146349	MONITOR,RADIATION	228656	X					
15 147547	COMPUTER	2UA634176U	X					
16 147573	COMPUTER	2UA634178V	X					
17 147587	COMPUTER	2UA6341788	X					
18 152209	SERVER	7YH17D1	X					
19 163203	TELEVISION 37" LCD	QNG073020615	X					
20 164490	Uninterruptable Power Source	AS0820131823	X					
21 164491	Uninterruptable Power Source	AS0820131862	X					

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

**CALIFORNIA HIGHWAY PATROL
2010 ICU PROPERTY RECORD INSPECTION REPORT
NIMITZ INSPECTION FACILITY - 347**

ATTACHMENT B

ASSET #			DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
22	75464		ELECTRIC IMPRINTER	37078	X					
23	XRR0114		PAS DEVICE	17959	X					
24	XRR0187		PAS DEVICE	18032	X					
25	XRR1062		PAS DEVICE	456006056	X				X	Item description is incorrect. Item is a PAS Printer.
EQUIPMENT TO INVENTORY LIST										
1	130200		SWITCH	7Y3V298939C80	X					
2	130637		ROUTER	JMX0724L29J	X					

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

ATTACHMENT C

**CALIFORNIA HIGHWAY PATROL
2010 TELECOMM PROPERTY INSPECTION REPORT
NIMITZ INSPECTION FACILITY - 347**

ATTACHMENT C

ASSET #	DESCRIPTION	VEHICLE/MISC.	VEHICLE/MISC.	SERIAL #	Y	N	A	T	C	OTHER
PROPERTY INSPECTION LIST TO EQUIPMENT										
1	R100367 Cellular Telephone			07605270005	X					
2	R46718 Mobile Repeater	3QDY890	5LMY549	7782516	X					
3	R65287 Hand-Held Radio	11206		402AWYA088	X					
4	R65655 Hand-Held Radio	09787	MM #08-026	402AWY7689	X					
5	R65940 Hand-Held Radio	13718		402AWY9339	X					
6	R66469 Hand-Held Radio	11634		402AWY9197	X					
7	R68633 Hand-Held Radio	12038		402AXE7728	X					
8	R69330 Hand-Held Radio	16647	AREI-08	402AXE8104	X					
9	R70245 Battery Charger - Radio				X					
10	R88679 Portable Radio			749TDJ8376	X					
11	R88685 Portable Radio			749TDJ8420	X					
12	R88921 Battery Charger - Radio				X					

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) ADDITION (T) = TRANSFER (C) = CORRECTION

ATTACHMENT D

March 26, 2010

Comments

Department of California Highway Patrol
Complete Area Inventory
347 - Nimitz IF

March 26, 2010

[REDACTED]
(202) Issued to Area/Division

Ser#

Control#

Comments

[REDACTED]

[REDACTED]

[REDACTED]

Issued to Area/Division: [REDACTED]

Ser#

Control#

Comments

[REDACTED]

[REDACTED]

Ser#

Control#

Comments

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]
(202) Issued to Area/Division

Ser#

Control#

Comments

[REDACTED]

Issued to Area/Division: [REDACTED]

[REDACTED]

[REDACTED]
(202) Issued to Area/Division

Ser#

Control#

Comments

[REDACTED] Y

Issued to Area/Division: [REDACTED]

Area Issued Weapons Total: [REDACTED]

Area Grand Total: [REDACTED]